

## **HEALTH SERVICES RESEARCH AND DEVELOPMENT SERVICE (HSR&D) LETTER OF INTENT WAIVER POLICY**

### **I. Policy**

Investigators who have obtained HSR&D funding through the Investigator Initiative Research (IIR) or Nursing Research Initiative (NRI) programs are no longer required to submit Letters of Intent (LOIs) before submitting an IIR project proposal. Qualified investigators must include a waiver with their IIR proposal rather than submitting an LOI. LOI waivers will only be granted to investigators who were named as Principal Investigator (PI) on projects that were submitted as LOIs for either IIR or NRI funding, whose LOI was approved and who subsequently served as PI on the resulting funded study. Individuals who have served only as co-principal investigators or co-investigators or who were named as PI as a result of a change in a funded project, are not eligible for LOI waivers.

### **II. Rationale**

HSR&D's requirement that investigators obtain approval of an LOI prior to preparation of a full IIR proposal is designed to assist investigators in preparing a successful proposal and to redirect projects that are not appropriate for HSR&D. However, once an investigator has successfully completed the review process (including the LOI component thereof) and has acquired IIR or NRI funding from HSR&D, he or she is less likely to need this kind of assistance than an investigator with no previous HSR&D IIR or NRI funding.

Investigators with no prior HSR&D funding, including experienced investigators who are new to VA, will be required to obtain approval of an LOI prior to submitting a full IIR proposal. For this group of investigators, the process will provide valuable insight into the unique challenges, opportunities, and requirements associated with conducting VA health services research.

### **III. Procedures**

Requests for waivers must include the title and project number of the HSR&D project on which the applicant most recently served as PI. Waiver requests are submitted to HSR&D's Eligibility Coordinator through the PI's local research office and must be signed by the ACOS/R&D. The Eligibility Coordinator will confirm the investigator's status as a funded HSR&D PI and will prepare a letter to be signed by the Director, HSR&D (or his designee). This document will serve as the LOI waiver and must be included with any future HSR&D IIR proposal submissions. LOI waiver requests can be submitted at any time but investigators should allow six weeks for processing. Proposals submitted without either an LOI waiver or approved LOI will not be reviewed.

LOI waivers will not expire unless or until this policy is changed.

### **IV. Conditions**

LOI waivers do not apply to any other HSR&D program area. NRI, Service Directed Research (SDR), Service Directed Projects (SDP), and VISN Collaborative Research (VCR) require LOIs or Concept Papers as specified by the program.